



Lake Asbury Elementary School

2901 Sandridge Road
Green Cove Springs, Florida 32043

Office: 291-5440 • Guidance: 291-5442 • Clinic: 291-5445 • Cafeteria: 291-5443
Fax: 291-5444



Jackie Cory
PRINCIPAL

Carole McCullough
ASSISTANT PRINCIPAL

July 19, 2010

Christopher Lee, Coordinator Property Control
Clay County School Board
900 Walnut Street
Green Cove Springs, FL 32043

Mr. Lee,

Lake Asbury Elementary will be purchasing a new copy machine for the front office and would like to trade in the old one. Information on machine as follows:

Old machine to be traded in:

Ricoh Aficio 3035: Serial #K9365501638, ID J8226 CCSB # 91256
Purchased July 2004
Cost: \$5472.00
Reason for trade in: Upgraded machine

New copier that will be purchased:

Ricoh MP4001SP Copier (proposal attached)
Vendor: Copyfax
Method of payment: Purchase order, Project #1521
Cost: \$6067.00

Your consideration of our request is greatly appreciated.

Sincerely,

Jackie Cory
Principal